Document Reprocessors: Book & Document Recovery Experts

The following provides an overview of the disaster recovery, salvage, restoration and reclamation services offered by Document Reprocessors. We invite you to contact us for additional information if you have questions not covered in this document.

**Salvaging Documents After a Flood**

Floods leave virtually nothing untouched, soaking everything in the water's path. Valuable documents, books, photographs, blueprints, magnetic media and business archives must be recovered quickly. There's no time to lose!

**Respond Quickly to Recover Wet Documents**

The first steps following a flood (after discovering your documents are wet) should be (1) take a deep breath, (2) perform a visual survey and establish the extent of water damage to documents and other archives, and (3) make arrangements to recover and/or store them.

**Wet Document Salvage Tip**

Every document recovery situation is different. Until you've decided how to proceed, you can actually cause more damage by moving wet papers, which can disintegrate unless handled by professionals. Knowing what to do and how to store wet documents is crucial to successfully recovering them. Take the time to make a list and plan your document salvage efforts before you begin.

**Note:** This is the point at which you should call Document Reprocessors. We can help you deal with the on-site situation and make arrangements to assist you with your document drying and recovery efforts.

**After the Flood: Preparing for Document Salvage**

The aftermath of a flood is a heartbreaking and chaotic experience. Flood victims frequently assume that all water-soaked papers, books, blueprints, and other archives must be disposed of because they cannot be salvaged.

**Wet Documents Can Be Dried and Recovered**

In fact virtually all of your records can be saved — if immediate action is taken for recovery. However, you must act quickly as harmful molds and other contamination can begin to form almost immediately.

**Flood Aftermath Tip**

Leave documents where they are unless they are in imminent danger of further damage. Document Reprocessors can assist you by phone or on-site in dealing with the immediate aftermath and insuring your papers, books, photographs and other materials are protected and made ready for drying and recovery. Let us help you with your document reclamation process!
Salvaging, Drying and Cleaning Documents from a Fire

Even if your books, records, and other archives are not damaged or burned by fire, water damage from fighting a fire can be as devastating as a flood. All paper documents and magnetic media can just as easily be unintentionally soaked from firefighting, or soiled from soot and debris.

Wet Documents from Firefighting Can Be Salvaged

Fortunately, the same rules apply to wet documents and archives resulting from firefighting as from a natural flood. Proper and well-considered steps must be taken quickly to prepare all water-damaged materials for drying, cleaning and salvage.

Fire-Damaged Document Recovery Tip

Preparing for salvage and recovery of wet or soot-covered documents, books, records and archives can (and should) be addressed during the fire reclamation process. Otherwise, more damage can be done unintentionally.

Document Reprocessors will speak on your behalf with the Fire Chief and let him know you intend to salvage your records. We will communicate clearly the actions that should be taken (and what actions to avoid) to help maximize your document salvage and recovery efforts.

Wet Books Can Be Salvaged, Dried, Straightened and Recovered

It can be heartbreaking to see books damaged by water. Books are the repositories of knowledge, collections of our greatest thoughts and ideas, meant to stand the test of time. Until recently, most of these would have been beyond salvage, or at best, they would be warped, stuck together, and unusable after drying.

How to Salvage and Restore Wet Books

Fortunately, Document Reprocessor’s revolutionary Thermaline® process dries books and prevents them from warping and distorting as water is removed. The process compresses books back into their natural shapes, minimizing cover board warping. An exclusive process patented by Document Reprocessors, Thermaline is very reliable and allows most books to be returned directly to shelves with no additional restoration required.

Tips for Recovering and Restoring Wet Books

If you have books which have been soaked from a flood, firefighting or other accident, you need to take the appropriate steps to insure their successful recovery and restoration. Call Document Reprocessors now and let us guide you through the steps needed to prepare your books for shipment to us. Or, make arrangements for our on-site freeze-drying apparatus to visit your location and start the recovery process right now!
Document Reprocessors is the Leader in Wet Document Restoration

Your wet documents and flood-damaged records can be saved. Document Reprocessors is the recognized industry leader in restoring water and smoke damaged documents, books, maps, blueprints, magnetic tapes and other archives.

Document Salvage is Our Business

We have restored damaged books, documents, micrographic and magnetic media, and other materials for government agencies, hospitals, record centers, insurance companies, libraries, archives, historical societies and private industry (as well as individuals) throughout the U.S. and Canada.

For Best Results

In a word, hurry! When you call Document Reprocessors you will speak to a trained individual who knows how to provide you with the information you need to begin the document salvage and recovery process. But don’t wait — degradation can set in quickly and you must act promptly to avoid further damage to your wet records and archives.

Serving Libraries, Institutions and Government Agencies

Document Reprocessors is affiliated with the Association of Record Managers and Administration and the Association of Cleaning and Restoration Specialists. We are well known throughout the library and archive preservation fields.

Experienced Book and Document Salvage Professionals

Our experience covers a wide range of disaster events and circumstances. We have the expertise, knowledge and facilities to successfully salvage and reconstitute your damaged books, documents, and magnetic media. References and referrals are available upon request.

Tip: Don’t Wait!

The single most important element in a successful document salvage and recovery is beginning the process immediately. Please call Document Reprocessors now and find out more. We want to help you get started.
Document Salvage and Restoration: Three Critical Stages

What happens after a fire? A flood? A disaster? How can Document Reprocessors help your company salvage, relocate, and reconstitute its documents, books, records and archives?

Packout, Recovery, and Relocation

In order to maximize our effectiveness, minimize damage, and insure the greatest possible degree of success, we apply a uniform, three-phase restoration plan: (1) Packout, (2) Recovery, and (3) Relocation. Each phase of the plan addresses specific, critical requirements for a successful document restoration.

Tip: Start Preparation for Packout Quickly.

Harmful molds and other contamination can begin to form almost immediately. The sooner the Packout phase begins, the greater the chances of a successful document recovery. Don't wait, contact Document Reprocessors now and begin making arrangements.

Getting Started Salvaging Wet Books, Papers and Media

There is no single more important step you can take than to immediately contact Document Reprocessors and advise us of your situation. Our trained staff will ask you the right questions to begin the document salvage and recovery process.

Avoid Further Document Damage

As previously explained, every document recovery situation is different. Until you've decided how to proceed, you can actually cause more damage by moving wet papers, which can disintegrate unless handled by professionals. Knowing what to do and how to store wet documents is crucial to successfully recovering them. Therefore, take the time to make a list and plan your document salvage efforts before you begin.

Information We Will Need

Be prepared to provide us with all of the information we need to help you. Our staff is well-trained and they know what questions to ask. The more information you can provide, the quicker the wheels will be set in motion, so be prepared to give us details, including:

- The exact location where wet documents, books or media are located.
- The types of water-soaked materials you have.
- The (approximate) volume of wet materials.
- When the damage occurred, the conditions since that time, and the current conditions.
- How soon a packout can be scheduled and/or when wet materials can be packaged and shipped.
Arrival On Site: Ready to Begin The Salvage Process

When we arrive on site, we will meet with you and coordinate our activities to accomplish our tasks. Our sole objective is to recover your wet materials as quickly and efficiently as possible. Your Document Reprocessors coordinator will work with you to establish an orderly set of document salvage and recovery procedures.

Coordinating Document Salvage Activities

We will bring everything we need with us — you will not need to provide any equipment unless we specifically ask you to do so. If we have brought our mobile equipment to begin freeze-drying all or a portion of your documents at your location, please make arrangements to provide us with access as close as possible to the document site.

Have Your Disaster Summary Available

If you haven't already done so, take the time to create a written summary of the scope and location(s) of wet documents, water-damaged materials, water-soaked books, flooded or damaged magnetic media, and/or any/all other records and archives we'll need to address. Each of these requires special planning and handling — and we're equipped to do it. Call Document Reprocessors if you have questions or would like help creating your list.

Pre-Packout: On-Site Assessment of Water-Damaged Materials

The start of the Packout phase is an inspection of the scope of water damage, the volume of documents and records affected, and a careful inventory of the contents and their locations. Our staff can generally perform this essential step very quickly.

Assessment of Water Damage, Volume, and Inventory

If you have taken the time to prepare a written summary of the scope and location(s) of wet documents, water-damaged materials, water-soaked books, flooded or damaged magnetic media, and/or any/all other records and archives we'll need to address, it will come in handy now. As we inspect each area, we'll go through your list and take notes with respect to surrounding damage, the physical state of the materials to be salvaged and recovered, and any particulars we will need to be aware of to perform a successful recovery. This is especially important for large documents and/or magnetic media, as there may be special handling, transport, and storage considerations.

Preparing for Packout of Wet Documents and Media

In general, your Document Reprocessors site coordinator can best answer your questions after the site inspection. However, if you would like guidance before our personnel arrive, please call Document Reprocessors now — we're happy to provide you with whatever information you may need.
**Inventory and Inspection of Water-Soaked Books and Documents**

A physical inventory of all wet books, documents, magnetic media, oversize maps and prints, and other materials is essential to maintaining organization and tracking each item through recovery. Our personnel are well-trained in this regard and will insure that everything is properly accounted for.

**Rapid Response Requires Attention to Detail**

Once the materials have been inventoried, the actual packout of water-soaked archives can begin. Our main goal is to get your documents stabilized to avoid further damage. A speedy removal from the site is imperative.

**Tip: Maintain Document Quality Even When Wet**

Mold and mildew can seriously degrade your documents and impair the recovery process. Depending on climactic conditions, mold and mildew can begin growing on wet paper within 24-48 hours. Portable fans can help keep the air moving in areas where wet documents and books are stored. This can increase the time before damaging mold and mildew start to forms. Call Document Reprocessors before this happens.

**Orderly Packout: Inventory and Preparation for Transport**

It is essential to account for all of the wet archives to be restored. It must also be done very quickly and efficiently. Nevertheless, a salvage and recovery operation may not be successful if items are incorrectly labeled, organized out of order, or packed inappropriately. An orderly packout phase saves you time and headaches by insuring that all water-damaged records are handled properly during this critical process.

**Salvaging and Transporting Water-Damaged Records**

We will help you manage your disaster by creating a working inventory of your records at the time of the packout. However, every situation is different and we know how to adapt to changing circumstances. For example, an entirely different set of procedures apply to packout of books on shelves than to wet papers, file records, or magnetic media. Proper containers and meticulous attention to detail are required and our personnel are well acquainted with these procedures. They will apply them on-site to keep wet papers and books organized, as well as minimize further damage during transport.

**Established Methods Increase Chances for Success**

We have packed out and recovered documents for hundred of small and large businesses, libraries, institutions and government agencies. We use well-established methods and they work. If you would like more information about our wet document packout procedures, please call Document Reprocessors and we'll be glad to provide you with additional information.
Proper Packing of wet archives helps insure recovery

Organizing packaged wet documents in preparation for relocation

Transport and Storage of Wet Records Prior to Recovery

Some wet materials (such as paper files, audio and video tapes, books, etc) are comparatively small and can be uniformly packaged and stored for transport without difficulty. Other materials, however, may require special handling. These include such items as rare books, blueprints, drawings, maps, microfilm, microfiche, X-ray film, photographs, negatives, aperture cards, computer disks, and many other types of records.

Proper Packing of Wet Archives Helps Insure Recovery

Each type of media is packaged appropriately in our customized containers, and each container is carefully labeled prior to shipment. Taking these steps helps to insure the highest possible degree of success when it is time to unpack and begin the freeze-drying, cleaning, and recovery procedures.

Follow Instructions for Pre-Packing

Mold and mildew are the enemies. When you initially contact Document Reprocessors we may give you instructions for pre-Packing and freezing certain wet items or water-damaged materials. You may also elect to ship items directly to us for processing at our facilities. Follow instructions carefully to help insure that water-soaked or fire-damaged records and media will not deteriorate in the interim.

Packout and Relocation: Preparing for Transport

An orderly packout means efficiently organizing packaged wet documents and records in preparation for relocation. Before removing any water-soaked or damaged archives from the site, we perform a second physical inventory of all boxes and packages. This is an essential step because the order in which materials were originally packaged is retained throughout the entire recovery and relocation process.

Orderly Packout Equals Efficient Relocation

Packout can be a physically-demanding effort, as water-soaked documents and wet books can be very heavy. For this reason we use rolling transport wherever possible. It is therefore helpful for you to take steps to insure that our personnel have unimpeded access from the document site to the transport vehicle(s).

Retain Inventory Lists of Water-Damaged Records

Your Document Reprocessors site coordinator will provide you with a list of the materials we remove from your site, in preparation for freeze-drying, cleaning, restoration and recovery. If you have questions about the process or concerns about how we keep track of your archives, please call Document Reprocessors and we'll be glad to provide you with details regarding our procedures and methods.
Rollout: Moving and Organizing Water-Damaged Archives for Shipment

Organized and packaged wet documents and water-damaged records are rolled out to a staging area set up to receive them in preparation for transport. Owing to the presence of stairs and the distance to the document site, in this instance we have set up a conveyor system to move heavy packages more efficiently. This approach also reduces the possibility of personal injury or damage to containers. It also simplifies the accounting process as each box is recorded at the staging area.

### Roll-out of Packaged Wet Archives and Water-Damaged Media

Each package is checked and recorded as it arrives at the transport vehicle. The boxes are then organized according to their contents in preparation for placement on shipping pallets.

### Help Us Move Your Wet Documents More Quickly

Although your Document Reprocessors site coordinator will make an assessment when he arrives on site, it is often helpful to know in advance that we may be faced with difficult or unusual access conditions. If this is the case, please call Document Reprocessors and let us know so that we can be prepared with the right equipment when we arrive at your location.

### Shrink-Wrapping: Protecting Water-Soaked Materials

The palletized boxes of wet materials are shrink-wrapped prior to shipment. This essential step helps eliminate further contamination and reduces the possibility of further physical damage. It also preserves the organizational integrity of different types and groups of water-soaked materials prior to commencing the recovery process at our facilities.

### Eliminating Contamination and Minimizing Further Damage

By organizing materials in this manner, we are able to keep different types of materials segregated for different treatments, as well as maintain inventory order upon arrival at our facility for cleaning, drying, recovery, reconstitution, duplication, and/or other steps that may need to be taken. This policy helps insure a successful wet document salvage and recovery operation.

### Proper Handling of Wet Materials Yields Best Recovery

Although we will take every possible precaution to insure your valuable archives are protected and transported safely, there are always unforeseen contingencies. Please call Document Reprocessors and let us know if you believe your wet and water-damaged records and materials may require special handling or packaging.
Loading and Transport of Wet Documents for Recovery

The pre-packaged groups of wet documents, water-soaked books, maps, prints, and other water-damaged materials are loaded onto trucks in preparation for shipment. Wet materials are grouped together according to the packout sequence and loaded onto the vehicles best suited to transport them to our facility for restoration and reconstitution.

Pre-Packaged Wet Archives are Loaded Onto Vehicles for Transport

Minimizing and retarding mold growth during shipment is a very important factor. If refrigerated trucks are required due to the transport distance, climactic conditions, or other factors, we will make the necessary arrangements on your behalf.

Transportation Tracking of Flood-Damaged Records

In many cases we have had to transport documents thousands of miles to reach our facilities. It is only natural that you would want to be kept appraised of the progress of our shipments. Please don't hesitate to call Document Reprocessors to find out the status of our transports.

Arrival at Freeze-Drying and Storage Facilities

Immediately upon arrival, your pre-packaged/pre-sorted water-soaked documents, books and other materials are efficiently unloaded (using professional, heavy duty equipment) and brought indoors with the same attention to detail they were given when packaged.

Unloading and Segregation of Water- and Smoke-Damaged Archives

We perform a second inventory of all water- and smoke-damaged materials at this time, both to account for all shipments and to segregate like materials for appropriate disposition in the next phase: Refrigeration in preparation for freeze-drying and recovery.

Managing Your Inventory After Receipt

We have numerous policies and procedures in place to insure the integrity of your water- and smoke-damaged inventory. We invite you to contact us if you have any questions concerning the handling and storage of your archives during the recovery, reclamation and restoration stages.
Refrigeration of Water-Damaged Books, Documents and Archives

As wet books, documents, media and archives come off the truck, they are placed in assigned areas in cold storage. Our customized refrigeration systems are designed to freeze these materials at the most optimal temperatures to retard mold and mildew growth.

Storing and Refrigerating Wet Records and Archives

There are many services we can perform to restore water and smoke-damaged records. Once in cold storage, your wet records can safely remain there until important business decisions are made and the drying phase has begun.

Recovery and Restoration: Making Good Business Decisions

Depending on the type of records affected, the scope of the procedures to be followed, and the volume of materials to be processed, some recovery methods may be preferable over others. For example, it may be less expensive and time-consuming to photocopy documents onto fresh dry paper than attempt to clean and restore the original wet papers. Similarly, dried documents can be scanned and stored in electronic form instead of reconstituted as physical papers.

To find out more, call Document Reprocessors for assistance in making the best document restoration decisions for your business or institution.

Long-Term Refrigeration of Wet Books and Documents

Document Reprocessors is equipped to handle large quantities of water-damaged records, wet books, water-soaked archives, smoke-damaged documents or magnetic media, or any conceivable combination. Our cold storage facilities can accommodate high volumes of wet materials during the recovery stage.

Refrigerated Storage for Large-Scale Disasters

Wet books and documents placed in cold storage can remain safely stored for an indefinite period. This allows great flexibility when recovering from complex, large-scale disasters, since different types of damage require different drying and cleaning procedures. Long-term storage also provides adequate time to work with large volumes of water-soaked archives without concern for further degradation.

Document Restoration in a Controlled Environment

Your Document Reprocessors project coordinator will help you choose the best solutions for restoring your records. You can also call Document Reprocessors if you have questions regarding storage of large volumes of water-damaged books, documents and other materials.
Document Restoration Phase 1: Recovery

During the recovery phase, we move groups of documents, books and records from cold storage to our specialized vacuum freeze drying chambers. This is done selectively such that wet materials of the same types and condition are dried uniformly to avoid further damage.

Vacuum Freeze Drying of Water-Damaged Books and Documents

It is at this stage that wet books can be straightened using our patented Thermaline™ process. This is a highly-specialized vacuum freeze-drying process in which books are restrained from warping and distorting as water is removed. The process compresses books back into their natural shapes, minimizing cover board warpage. An exclusive process patented by Document Reprocessors, Thermaline® is very reliable and allows most wet books to be dried, straightened and returned directly to shelves — with little or no additional restoration required.

Controlled Drying Means Successful Recovery

We have successfully recovered millions of water-damaged documents and books using our patented methods. We invite you to call Document Reprocessors if you’d like more information about how we recover and restore wet books and documents.

Thermaline: Document Reprocessor's Patented Book Restoration Process

Thermaline® is a vacuum freeze-drying process in which wet books are restrained from warping and distorting as water is removed. The process compresses books back into their natural shapes, minimizing cover board warpage. It allows most books to be returned directly to shelves with no additional restoration required.

Thermaline Restores Wet Books Without Warping

The Thermaline® process does more than restrain books from distortion during drying: It also compresses books back into a more natural shape while minimizing cover board warpage. The result is that Thermaline® reduces the need to rebind books by up to 90%, as a consequence of controlled straightening during freeze-drying and compression. © Thermaline is a Registered Trademark of Document Reprocessors. Patented 1990.

Learn More About Our Book Restoration Methods

We invite you to contact Document Reprocessors at any time if you have additional questions or concerns about the Thermaline process or the methods we use to recover and restore water-damaged books.
Controlled Drying and Straightening of Wet Books and Archives

Document Reprocessors has made substantial progress in improving the technology used to remove water from books and documents while retaining their physical integrity. Part of the success of the Thermaline® process is achieved through the use of highly-specialized drying racks and mechanical containers. These are carefully loaded by trained personnel, again preserving the order and organization of all wet documents, books and materials.

Technology for Freeze Drying and Recovering Wet Books and Documents

There are many aspects to controlled freeze drying and managing these can only be done by a professionally-trained eye. As each batch of similar materials is processed and water is removed, periodic inspections are performed to stay on top of the progress of water removal and reconstitution. Electrical and mechanical adjustments are made as needed to insure quality control. The net result is a smooth, uniform, and predictable set of outcomes.

Learn More About Our Restoration Methods

When you call Document Reprocessors, you can speak directly to the people who will be engaged in recovering and restoring your books and documents. We're glad to provide you with whatever information you may need.

Completion of Vacuum Freeze Drying Process

With vacuum freeze drying technology, it generally takes 3-8 days to dry wet documents and books, depending on the level of wetness and/or contamination by water, mold, soot and other substances. This preserves the physical integrity of books and allows them to be straightened successfully.

Controlled Drying Removes Water Slowly, Preserves Integrity

Removing water from wet books required special attention to detail and these factors all have an impact on drying duration and the techniques applied. When each batch of water-soaked books, documents, and other materials has completed the vacuum freeze drying process, the drying apparatus is removed from the vacuum chamber and relocated in preparation for the next stage: Cleaning.

Specialized Cleaning and Restoration Techniques

We apply the appropriate cleaning techniques to all materials to insure the highest quality control, carefully monitoring all stages from start to finish. Naturally, different materials and states of damage require the application of different restoration techniques. In addition, the business decisions you have made regarding the disposition of your recovered books and documents directly affects the sequence of events that follows. Please call Document Reprocessors if you have questions or concerns about any of the techniques used to reconstitute your wet books and documents.
Stage 2: Cleaning and Restoration of Freeze-Dried Documents

Once dry, books or documents can then be cleaned at our specially designed cleaning stations. In addition to surface cleaning we can provide fumigation, deodorizing, re-jacketing, labeling, indexing, digital scanning, back file conversion, re-spooling of film and microfilming.

Cleaning and Restoration Methods

There are no "one-size-fits-all" solutions here and every situation is different. We apply the restoration techniques best suited to the nature of the damage sustained. The degree of recovery after removal of water and freeze drying, the physical condition of the materials, and the business decisions made all have a bearing on the selected document cleaning and restoration methods and procedures.

Applying the Most Appropriate Solutions

Depending on the type and extent of damage, some cleaning and recovery methods may be preferable over others. For example, it may be less expensive and time-consuming to photocopy documents onto fresh dry paper than attempt to clean and restore the original wet papers. Similarly, dried documents can be scanned and stored in electronic form instead of reconstituted as physical papers.

Every type of recovered document imposes different considerations for reconstitution. Good choices made here can pay big dividends further down the road. To find out more, call Document Reprocessors for assistance in making the best document restoration decisions for your business or institution.

Restoring and Reconstituting Books After Drying

Although our freeze drying techniques work very well with books, every type of document damage is different. Consequently, we apply many different cleaning and restoration methods to produce the best possible results. Our staff is well-trained and knowledgable, and our specialized substance-removal and cleaning systems are the best available — anywhere.

State-of-the-Art Book Restoration Techniques

We independently developed an improved method of removing the water from water-damaged books made with leather and vellum. The objective is to do this with little or no distortion taking place in the covers, binding structure, and individual pages.

Restore Your Wet Books

We have successfully recovered every conceivable type of water-damaged book, using our patented methods and state-of-the-art book restoration techniques. We invite you to call Document Reprocessors if you'd like more information about how we recover and restore wet books and documents.
Recovered Books: Checking Moisture Content in Paper

At each critical stage of the recovery process, we carefully test for any excess moisture content. In cases of particularly thick or heavy books, additional drying may be required to insure that all destructive moisture is removed.

Removing Moisture from Vacuum Freeze Dried Books

Moisture content after freeze-drying is a critical aspect of wet book recovery and restoration. For example, early work done by Document Reprocessors at the Los Angeles Public Library disaster involving vellum-bound volumes and a modified vacuum freeze-drying chamber demonstrated considerable success in drying the items. However, the distortion issue with leather and vellum was not totally resolved at that time. Our new cryogenic drying process, dubbed "Cryo-Drying," employs a large temperature differential between a collector plate and the book in order to considerably slow down the rate of water loss from the text block and the binding material. Thus, careful monitoring of moisture content is crucial to a successful recovery.

Quality Control Insures Successful Restoration

There are many other procedures we follow and we are constantly updating and improving our techniques. We invite you to contact Document Reprocessors if you'd like to find out more about our book cleaning and restoration methods.

Preserving Synchronization and Organizational Integrity

One of the most challenging aspects of recovering water-damaged documents is the task of maintaining organizational integrity. Document Reprocessors addresses this requirement meticulously and pragmatically. As each wet page reaches a stage of full recovery, it is meticulously labeled, put in its proper sequence, and organized in association with others from its group.

Maintaining Integrity of Document Sets

Proper sequencing is a critical aspect of recovery. In order for recovered documents to be usable and coherent, the correct page sequence must be retained for each restored document set. This means sets must be kept intact and groups of document sets must retain their unity. This allows all restored wet documents to retain their usefulness after recovery — and avoid a filing system nightmare.

Good Organizational Planning Retains Document Unity

We are keenly aware of the importance of maintaining the organizational integrity of your restored documents during the recovery phase. Please don't hesitate to call Document Reprocessors if you have questions or concerns about how we handle and organize recovered documents.
Document Recovery Catalog: Preparing for Relocation

As each wet document reaches a stage of full recovery, it is meticulously labeled, put in its proper sequence, and organized in association with others from its group. We then catalog all recovered documents for later relocation, creating a critical record of all water-damaged document recovery activity. This method insures accurate accounting and greatly simplifies the task of relocation, particularly in cases where large amounts of materials must be transported and replaced.

Critical Records of Recovery Activity

Depending on the scope of the disaster, wet documents can come from many diverse locations from within the same site. In addition, there may be many different types of water-damaged archives to reconstruct. We therefore rely heavily upon the inventory lists created during packout to reconcile every document during the cataloging stage. This is the best way to be certain that all of your recovered water-soaked materials are correctly accounted for and end up in their proper places during the relocation phase.

Preparing for Archive Reconstruction

As we move through each state of the recovery process, we reach certain milestones designed to provide you with intact, well-ordered document sets. Please call Document Reprocessors if you need additional information about our cataloging methods and procedures.

Creating New Documents from Recovered Water-Damaged Pages

Water damage, soot, heat from fires and other factors affect the physical integrity and resilience of paper after reconstitution. Every situation is different and certain business decisions must be made concerning the disposition of recovered wet documents.

Copy and Duplication Services

In cases where the original documents are still legible but have become too fragile to be servicable, it may be preferable to create new copies of documents on fresh paper. This is especially true for blueprints or oversized documents which must be rolled or laid flat. Document Reprocessors is fully equipped to provide this duplication service.

Creating New Documents From Old

Putting recovered documents on fresh paper is just one of the many services we are equipped to provide. Please don’t hesitate to call Document Reprocessors to find out more about the wide range of options available for reconstructing your water-damaged archives.
**Final Recovery Stage: Inventory and Packing**

Once the documents have been recovered, the Relocation phase begins. The first step is to organize the recovered materials and pack them in new boxes for the return delivery.

**Assembling Reconstituted and Restored Records**

During this stage, we undertake a comprehensive check-off process to insure that all of the wet and water-damaged materials itemized during recovery are also accounted for during packing. This step insures that nothing is left out and everything will be present in the proper order upon arrival at your facilities.

**Organizing Your Recovered Documents**

Sometimes salvaged and reconstituted documents may need to be transported to new locations while flooded facilities are being repaired and/or upgraded. Please don't hesitate to call Document Reprocessors if you have special needs or requirements.

**Preparing for Relocation of Recovered Documents**

Part of the service Document Reprocessors provides is to correctly account for and return all recovered wet documents, in the proper order and to the correct locations. We take great care to insure that every document we have salvaged and reconstituted arrives at your location and can be put in its proper place with the absolute minimum amount of time and effort.

**Labeling Packages for Correct Sequence and Disposition**

At the time recovered documents are packed for shipment, we use the catalog record we previously created to print fresh labels. This insures that all restored materials are properly accounted for prior to shipment. It also allows them to be properly identified and located after shipment to help insure they remain in the correct sequence.

**Recovered Document Labels Save Time and Money**

Document Reprocessors understands that minimizing time and keeping costs low are important considerations during and after the document recovery stage. We invite you to contact us if you have questions concerning our packaging and transport procedures.
Final Inventory and Loading

Once all of the boxes of recovered and reconstituted books and documents have been packaged and properly labeled, they are ready for shipment. We also perform a final inventory at this point to account for every package. It is at this point that the Relocation phase begins.

Replacing Your Recovered Archives

In most cases, Document Reprocessors will transport your restored documents and, together with our trained staff, will quickly and efficiently unload, unpack, relocate and replace your archives directly into your facilities. In other cases, you may choose to perform the redistribution of your recovered records using your own personnel and resources, depending on the circumstances following the disaster, distance, budget and other factors.

Planning for a Successful Relocation

We have successfully recovered and relocated millions of water-damaged documents and books. We invite you to call Document Reprocessors if you’d like more information about your relocation and redistribution options.

Shipping Recovered Documents and Restored Books

Maintaining the integrity of your recovered documents, restored books and other materials can be a formidable task. However, Document Reprocessors has package management procedures in place to insure that all boxes, drawers, cases and other enclosures are properly organized and accounted for prior to shipment.

Preparing and Arranging Recovered Documents for Shipment

First, the packed, labeled boxes are shrink-wrapped and palletized as they were when the materials were first packed out. Every package is clearly marked for shipment, matched to the shipping manifest and inventory lists. This greatly simplifies the return delivery to a new or renewed location. We also use the manifest upon arrival to help insure an orderly pack-in process.

Scheduling Arrival of Restored Archives at Your Location

We will notify you ahead of time when we have a firm estimate of the completion of your document recovery project so that you can make the necessary arrangements at your end. We invite you to call Document Reprocessors to coordinate transport and arrival of your reconstituted wet records.
Transit and Redistribution of Recovered Archives

After the pallets of recovered documents, books and other restored archives have been labeled and organized, they are loaded on transport vehicles and sent to your destination. Transit and arrival dates and times depend on the specific arrangements you have made with your Document Reprocessors project coordinator.

Shipping, Unloading, Staging and Relocation

Upon arrival at your location, we set up a staging area similar to that used during the packout phase. We essentially do everything in reverse, starting with grouping packages of restored books and documents by location (different types of packages are used for different types of materials). We then begin relocating each box to its proper destination.

Coordinating Relocation Activities

In cases where Document Reprocessors performs the hands-on relocation of your salvaged records and reconstituted archives, our personnel may accompany the shipments or arrive shortly thereafter. Please do keep us informed of any changes in schedule so that we may appropriately coordinate our activities.

Unpacking and Distributing Reconstituted Archives

The detailed replacement work then begins. We remove each recovered document, restored book, salvaged photograph, and reconstituted media and relocate to its correct location. Again, we perform a detailed inventory and account for each item to insure that nothing is lost or overlooked.

Tabulating and Replacing Your Restored Books and Archives

Document Reprocessors personnel will work directly with your staff to insure compliance with your filing system requirements. In some cases, post-disaster repair and restoration work may be underway at your location. We are happy to oblige if you have special needs or if materials must be temporarily stored elsewhere while such work is in progress.

Bringing Your Information Home

Document Reprocessors is committed not only to insuring that your books, documents and other materials are properly recovered and restored, but also to their distribution and reactivation at your facilities. Please let us know your needs in this regard so that we can best assist you by closely coordinating our activities with your on-site personnel.
**Book Unpacking and Replacement**

Here are some recovered books ready to be unpacked and placed on shelves. Restored books impose special considerations for relocation as the work involved is often physically demanding. It is therefore important to have a good plan in place so that books only have to be moved once. This is helped greatly by a coherent set of documentation available against which to compare our inventory lists. Our personnel will coordinate their replacement activities with your on-site requirements.

![Recovered and restored books ready to be returned to shelves](image)

**Minimizing the Work and Expense of Replacing Recovered Books**

Unlike documents which can be photocopied onto fresh paper, books cannot be physically reconstructed and drying is the only practical alternative for recovery of the information. Since books must be intact and servicable after restoration, Document Reprocessor's patented Thermaline® process is the ideal solution for drying and straightening water-damaged books. Thermaline® restoration has a very high success rate and is usually significantly cheaper than replacing water-damaged volumes.

**Helping to Revitalize Your Library**

Document Reprocessors has helped hundreds of libraries, institutions, and governmental agencies salvage, recover, and restore their water-damaged books after floods or disasters. Please don't hesitate to ask questions if you would like guidance or suggestions as to the best ways to re-establish and revitalize your book library.

**Post-Disaster Recovery: Getting Started**

Our job is complete when the recovered documents, restored books, and other organized materials are delivered back to your facility and they have been successfully replaced and installed where they belong. We take great pride in our work and it gives us a good feeling to know that we've done the best possible job for you.

![Recovered Materials Delivered, Replaced and Installed](image)

**Recovered Materials Delivered, Replaced and Installed**

Like many things in life, getting started is sometimes the hardest part. You may find that the records we created during the document recovery phase will be helpful to you as you work through the post-disaster period. We’re more than pleased to provide copies of all of our inventory lists and manifests to assist you in your recovery.

**Post-Disaster Assessment**

It can take considerable time and effort after a flood, fire, or natural disaster to reach the point where things start to feel "normal" again. We understand this all too well and we encourage you to ask questions and get advice on ways to quickly get back on your feet. We have many years of experience doing this and we're glad to share our knowledge with you.
Planning for Disaster

If you live or work in a flood-prone area and have books, documents, prints or other materials in your location, disaster planning will dramatically increase your chances of future recovery. An off-site location for your disaster plan is imperative. In addition, those tasked with executing the plan should be provided with copies. Taking these simple steps now can make all the difference if the worst happens.

Create a Disaster Plan and Make it Available

Once paper has become water-soaked, mold and mildew can grow and begin to spread within 48 hours. At the beginning of this presentation we stressed that Time is of the Essence. Having a plan in place now that can be quickly and efficiently executed if the need arises can make the difference between full recovery and complete loss of valuable books and documents.

Document Reprocessors Can Help

Whether you've just recovered from a disaster or are contemplating what to do if a flood or other catastrophe should occur, Document Reprocessors is ready and willing to assist. Please don't hesitate to call us. We have many years of experience and we want to help however we can.

Flood and Disaster Recovery

Document Reprocessors is your data recovery solution for books, documents, micrographics and magnetic media. Whether you've experienced a flood, fire, or other catastrophe, we are experts at salvaging wet and damaged materials and recovering them. Whether your information is printed, photographic, or stored on computer disk, we can help you safely restore most or all of your valuable data.

Millions of Books and Documents Salvaged and Recovered

Our Vacuum Freeze Drying process is the choice of the Library of Congress for drying and restoring water damaged books. Document Reprocessors has successfully recovered millions of books throughout the United States and Canada. We offer fast, competitive service.

If It's Wet, We'll Dry It

Our slogan: "If it's wet, we'll dry it" is really true! We offer 24 hour consultations and customer assistance. We can quickly arrange for the packout, pickup and safe transportation of your damaged records and archives. We provide expert, professional care to insure that we salvage as much of your information as possible.

But please remember — if you've experience a flood or other disaster, Time is of the Essence! Don't wait: Call Document Reprocessors NOW!